

Executive Registry

OGC 68-0505

3 April 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT: Request to Move the OGC Library Function
from CRS to OGC

1. This memorandum contains a recommendation in paragraph 7 for approval of the Executive Director-Comptroller.

2. In September 1967, the Office of General Counsel, with the expert assistance of the Office of Central Reference, developed a new retrieval system designed to make possible more rapid and accurate research into the opinions, concurrences, and information memoranda of the General Counsel. The six months that the new system has been in operation have proved the value of the effort. It has also led us to the logical conclusion that the ultimate success of the project depends upon ever closer coordination between the OGC library and the index system for office memoranda.

3. When the OGC library was reorganized some years ago and we called upon OCR to assist us in that task, we concluded then that we would require the full-time services of a professional librarian. Since that time the CIA library has made the services of highly qualified professional librarians available. Our present librarian, [redacted] who with [redacted] CRS developed our new retrieval system, has provided outstanding support to the office.

4. The degree of specialization required to serve effectively as a law librarian makes frequent rotation undesirable from our point of view. [redacted] four years' service in this assignment has, in my opinion, proven her qualifications as such a specialist.

5. In view of the above, we have discussed with Director, CRS the plan of returning the OGC library function to this office as well as creating a law librarian slot in the OGC Table of Organization.

GROUP 1
Excluded from automatic
downgrading and
declassification

CONFIDENTIAL

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The administration of the law library and filing system would be assigned to one of the Assistant General Counsels. The law librarian would then serve under this officer and would be responsible for the development and maintenance both of the library and the filing system. To the librarian would be assigned the clerk charged with maintaining the files and the part-time services of one of the office secretaries.

6. In view of the level of responsibility in an office which depends for its very existence on quality research, I would recommend that the slot be created at the GS-12 level. Further, if this plan is approved, I would ask that our present librarian, [redacted] be released from her career service in CRS for appointment to the Legal (EL) career service.

7. I hereby recommend for your approval the plan for integrating the OGC library and staff with the Office of General Counsel.

Lawrence R. Houston
General Counsel

CONCURRENCE:

Assistant
[redacted]
Deputy Director for Intelligence

(signed) John M. Clarke ** See Exllie caveat*

4 APR 1968

Date

Director, PPB

*Concur with the understanding that the grade of the position is subject to classification review

(signed) John W. Coffey

A/ Deputy Director for Support

9 APR 1968

Date

12 APR 1968

Date

The recommendation in paragraph 7 is approved**

/s/ L. K. White

Executive Director-Comptroller

16 APR 1968

Date

** With the understanding that the authorized position ceiling of CRS will be reduced by one to provide for the transfer and establishment of this position on the OGC Staffing Complement, and with the understanding that the grade of the proposed position is subject to classification review. *757 L. K. White*

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